



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY ARMOR CENTER AND FORT KNOX
FORT KNOX, KENTUCKY 40121-5000

REPLY TO
ATTENTION OF:

ATZK-JA (210)

20 September 2001

MEMORANDUM FOR

Commanders, All Units Reporting Directly to This Headquarters
Directors and Chiefs, Staff Offices/Departments, This Headquarters

SUBJECT: Thunderbolt Six Policy Memo No. 38-14 - Off-Duty Employment

1. REFERENCES:

- a. DOD Regulation 5500.7-R, Joint Ethics Regulation.
- b. AR 210-7, Commercial Solicitation on Army Installations, 15 December 1978..

2. PURPOSE: To require military personnel assigned to the US Army Armor Center and the Garrison Command to obtain approval from the appropriate commander before engaging in outside employment.

3. GENERAL: DOD Reg 5500.7-R, paragraph 2-203, provides that a commander may prohibit outside employment if he believes that it will detract from readiness or pose a security risk. This policy requires review of requests for outside employment to avoid both dangers.

4. POLICY:

a. All leaders must ensure that members of their command/directorate are present for duty and prepared to carry out the duty requirements of their positions. Monitoring is essential to ensure that outside employment does not interfere with the performance of official duties. Off-duty employment that degrades mission readiness, security, or safety is prohibited.

b. Soldiers are required to obtain written permission from the appropriate commander/director before engaging in off-duty employment. The form to request permission is an enclosure to this policy. Battalion/Squadron commanders or staff principals/directors will personally review and decide such requests from soldiers in the rank of MSG/E-8 and below. Regiment/Brigade/Garrison commanders must approve all others. Approval officials must maintain a copy of all approved requests. Amendments to the agreed work schedules must again be approved in advance.

ATZK-JAA

SUBJECT: Thunderbolt Six Policy Memo No. 38-14 - Off-Duty Employment

c. Soldiers in the chain of command (commanders, command sergeants major, first sergeants, platoon leaders, platoon sergeants) may not engage in off-duty employment Sunday evening through Friday evening. Such leaders also will not perform off-duty employment on weekends without the advance approval of their brigade/regiment/garrison commander, as appropriate. Such requests will be forwarded with recommendations from the chain of command.

d. Off-duty employment ordinarily will not exceed 20 hours per week. Approval authorities may approve higher levels provided the criteria in paragraph 4a are met. In order to ensure the safety of soldiers, approval authorities must ensure that work schedules on requests for off-duty employment include at least a 6-hour rest period (excluding time to travel to and from employment, home or duty) between the end of the individual's off-duty employment and the start of official duties. Permissive temporary duty, pass, or compensatory time off for the primary purpose of engaging in off-duty employment is prohibited. Some soldiers routinely work on weekends (e.g., hospital staff, chaplain's assistants) and receive weekdays off rather than weekends; such weekdays are not considered compensatory time within the meaning of this policy. Ordinary leave may be granted in connection with authorized off-duty employment, provided such absence does not adversely affect military duties.

e. Leaders must counsel all subordinate soldiers seeking outside employment that official duties take priority over off-duty employment; that soldiers are subject to disciplinary action if they fail in their assigned duties because of outside employment; that they can be ordered to terminate or to curtail employment if it interferes with their duties; and that scheduled rest periods must be met to ensure safety on duty and at off-duty employment. Supervisors will monitor the performance of soldiers engaged in outside employment and take prompt corrective action, including disciplinary action if appropriate, when evidence of interference surfaces.

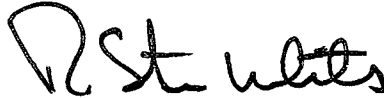
f. Requests from soldiers who are required to file a financial disclosure report, SF 450, must be disapproved if the proposed employment is with a prohibited source related to their official duties. The Administrative Law Division, Office of the Staff Judge Advocate, must review, in advance, all requests submitted by individuals required to file such annual disclosure reports.

g. Those wishing to engage in off-duty employment involving on-post commercial activities must also comply with the requirements of AR 210-7.

ATZK-JAA

SUBJECT: Thunderbolt Six Policy Memo No. 38-14 - Off-Duty Employment

h. Soldiers who currently engage in outside employment must obtain written permission to continue such employment in accordance with the procedures outlined above.

A handwritten signature in black ink, appearing to read "R. Steven Whitcomb". The signature is stylized with a large initial "R" and a cursive "Whitcomb".

R. STEVEN WHITCOMB
Major General, USA
Commanding

Encl

DISTRIBUTION:

C

CF:

DCG, USAARMC

CDRS, Fort Knox Partners in Excellence

REQUEST FOR PERMISSION TO ENGAGE IN OFF-DUTY EMPLOYMENT

For use of this form, see Thunderbolt Six Policy Memo No. 37-26, 1 Jun 00, subj: Off-Duty Employment

RANK/GRADE AND NAME: _____

UNIT: _____

DUTY POSITION: _____ NORMAL DUTY HOURS: _____

PROPOSED OUTSIDE EMPLOYER: _____

TELEPHONE NUMBER OF PROPOSED EMPLOYER: _____

PROPOSED PLACE OF EMPLOYMENT: _____

PROPOSED DUTIES OF EMPLOYMENT: _____

HOURS/SCHEDULE OF PROPOSED EMPLOYMENT: _____

ARE YOU REQUIRED TO FILE A FINANCIAL DISCLOSURE REPORT (OGE 450)? ☒ YES ☐ NO

I was counseled by my supervisor, _____ on the _____ day of _____, 200__ concerning my duty requirements and outside employment. I understand that my official duty requirements take priority, that I can be disciplined if I fail in my official duty requirements because of interference of my off-duty employment, and that I can be ordered to cease outside employment if such interference occurs. I further understand that I am required to schedule a minimum 6-hour rest period (not including travel time to/from work/home/duty) between my off-duty employment and the start of my official duties. If my off-duty employment schedule changes, I understand that I must seek advance approval using the same procedures. Finally, I agree to cooperate fully and willfully with my chain of command if they wish to verify my work schedule, and to allow them to review compensation documentation or other off-duty employment records. Failure to cooperate fully in verification procedures may, by itself, result in an order to cease or curtail off-duty employment, as well as other adverse disciplinary or administrative actions.

SIGNATURE OF INDIVIDUAL SEEKING OUTSIDE EMPLOYMENT _____

SIGNATURE OF SUPERVISOR _____

COMMENTS OF SUPERVISOR: _____

I have personally reviewed this report. I _____ do _____ do not believe that this individual's off-duty employment will detract from unit readiness or pose a security or a safety risk. Accordingly, I _____ do _____ do not prohibit this individual from performing the proposed outside employment.

TYPED NAME AND GRADE OF APPROVING OFFICIAL _____

SIGNATURE OF APPROVING OFFICIAL _____